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ABSTRACT

This report, emanating from New Mexico State University-Alamogordo's (NMSU-A) Institutional Assessment and Strategic Planning (IASP) process, presents information pertinent to NMSU-A's planning process for 1993-1996. Following a brief introduction and the IASP Committee cover memo, the report highlights seven high-priority institutional issues: (1) inadequate state funding in certain categories, particularly instruction, academic support, and physical plant; (2) double-digit student enrollment growth and resulting stresses on human, fiscal, and physical resources; (3) the need for new and/or remodeled classroom and administrative space and an increased level of maintenance for the physical plant; (4) the continued allocation of human and fiscal resources to IASP; (5) the need to revise the IASP process to make it more effective and responsive to institutional needs; (6) the need to establish a set of administrative computing policies and procedures to guide planning, acquisition, technical support, and staff training; and (7) continuation of the emerging pattern of decentralization of the acquisition of audiovisual equipment and tape libraries. The final section presents a list of 18 vital campus issues identified during the IASP process, a list of 80 potential new and expanded campus programs and processes, charts showing 39 personnel requests and 43 equipment requests by unit, and outlines of campus space utilization and computing needs and projects. (MAB)

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THREE-YEAR STRATEGIC PLAN

for

New Mexico State University - Alamogordo

1993-1996

May 1993

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Three-Year Strategic Plan
for
New Mexico State University - Alamogordo
1993-1996

Charles Reidlinger, Provost

IASP Committee Members

Kathy Flores
Roger Haley
David Leas, *Chair*
Fred Lillibridge
Stan Ruckman
Brad Sheldon
Jimmy Smith
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1993

14 March 1993	Draft IASP Final Plan Approved by Institutional Assessment and Strategic Planning (IASP) Committee
7 April 1993	Approved by Academic Council
12 April 1993	Approved by Administrative Council
23 April 1993	Presented to Students, Faculty, Staff, and Community Members for Input and Comments
7 May 1993	Approved by Dr. Charles Reidlinger, Provost

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Introduction

This document completes the initial Institutional Assessment and Strategic Planning (IASP) process. It is the culmination of many intensive hours of effort on the part of nearly every member of the NMSU-A staff. I believe the resultant product, when combined with the myriad of action plans that have been prepared by the various programs, academic divisions, and organizational units will serve as an appropriate guide for our efforts during the 1993-94 school year and the years beyond.

I wish to commend all of you for your hard work and dedication. It is because of your efforts that NMSU-A did so well during the recent NCA accreditation visit and why NMSU-A is so highly regarded by our students and community.

The IASP process began last August. Since that time, numerous focus meetings have been conducted. Strengths and concerns have been identified for nearly every organizational entity. Action plans have been developed and acted upon. The IASP Committee, chaired by Dr. David Leas, took the results of the early stages of the IASP process and developed and prioritized seven (7) Institutional Issues. In addition, supporting documentation was also developed. These include: Vital Campus Issues, New and Expanded Campus Programs and Processes, Personnel Requests, New Equipment Requests, Campus Space Utilization, and Campus Computing.

Several key factor committees will begin their work in the near future. Your continued input to the IASP Process is encouraged.

Charles R. Reidlinger

Dr. Charles R. Reidlinger, Provost
7 May 1993

April 1993

TO: Dr. Charles R. Reidlinger, Provost
Administrative Council Members
Academic Council Members

FROM: Dr. David Leas, IASP Committee Chair
Dr. Fred Lillibridge, Director of Institutional Research, Assessment, and Planning

RE: IASP Draft Plan

The Institutional Assessment and Strategic Planning (IASP) Committee has met on two occasions to consider outcomes from the IASP Process. The committee's efforts have resulted in the creation of the attached IASP Draft Plan.

After careful analyses and review of strengths, concerns, and action plans from all institution organizational units, seven institutional issues have been identified and prioritized as a result of the 1993 IASP process. We have attempted to identify those issues that have the greatest affect on the institution. For each issue the committee has briefly stated the issue, discussed the issue's background and institutional consequences, has proposed action to be taken, and has established the duration of the proposed action. It should be noted that the duration could not be for longer than 36 months as that is the outside limit for planning established in the IASP process.

You will notice that for several issues we have proposed the creation of key factor committees. To some this may seem like we want to study the issue to death. However, the IASP Committee believes that before limited resources are expended for any purpose we should make sure we know the consequences of our action. We feel that these key factor committees are the best approach to make sure that these issues are thoroughly examined. It is our recommendation that these committees be appointed by Dr. Reidlinger, with the advice of the IASP Committee. These committees should be given specific goals, and be required to report within specific deadlines. The findings of these committees can then be used to make immediate changes or provide input for next year's IASP process.

We realize that an institution of higher education is a dynamic entity. We do not suggest that there are only seven issues that affect NMSU-A. We believe that for the IASP process to be successful it must attempt to remain pragmatic. We have attempted to avoid "pie-in-sky" solutions and have instead attempted to propose action that could well result in concrete improvement for the institution. We hope you can support our results.

1993 IASP Institutional Issue
Priority Number 1

ISSUE:

The funding allocated by the State of New Mexico is inadequate in certain categories and fails to compensate for increased student enrollment growth in a timely manner.

RELATED BACKGROUND & CONSEQUENCES:

For the academic year 1992-1993, the budget for NMSU-A exceeded the formula funding by $239,952. Three areas of the institution account for most of this excess over formula. The are:

Instruction	$143,739	6.3%
Academic Support	36,775	9.0%
Physical Plant	53,294	21.0%

The formula funding process for New Mexico's two-year community, branch, and technical colleges needs to be adjusted by at least an overall 6% per each category to meet basic institutional needs. The three areas most affected are listed above. The formula does not provide funding for instructional equipment. It does not provide for grounds maintenance or at least one additional full-time secretary for the physical plant. Also, the formula is short on security personnel. We need at least one full-time security position funded. The instructional formula forces the employment of more part-time faculty and staff because we do not have the funds to hire full-time employees.

PROPOSED ACTION:

1. Increase awareness among students, faculty, staff, administrators, and the community of the need for increased funding and the consequences that will result if funds are not increased. No major program

changes or interventions can be considered without additional financial assistance. Because of our increasing enrollment, the present formula allows moderate increases in services but always lags behind the need. It is a classic case of having to do more with less. It must be recognized that there is little that college personnel can directly do to alleviate these financial problems. However increased awareness among students and the community may provide the necessary stimulus to bring this problem before appropriate decision makers and make more acceptable the need to limit programs and services in some areas.
DURATION: For next 36 months

2. Establish a key factor committee to prepare and conduct an informational campaign to draw attention to the institution's financial constraints and the consequences of those constraints on students, faculty, staff, administrators, and the community.
DURATION: Provost establishes committee by May 31, 1993; Committee reports by December 30, 1993

1993 IASP Institutional Issue
Priority Number 2

ISSUE:

Double-digit student enrollment growth has stressed both human, fiscal, and physical resources. More students are seeking admission who are academically deficient. The institution must better define what access academically deficient students should have by establishing appropriate admission requirements and improved placement testing. This will require an increase in the number of sections of developmental courses presently being offered, expansion of the subject areas covered with development programs, and establishment of lower level development courses for students in need of remediation.

RELATED BACKGROUND & CONSEQUENCES:

More part-time faculty have been hired which has exacerbated an already high part-time to full-time ratio. Class sizes have increased so that many sections are at or near the maximum (50 in most cases). More class sections have been offered at less desired times because of limited classrooms available during "prime" times. This may have created scheduling problems for our employed students. The increased number of students and an increase of students with disabilities has reduced the number of student service hours available to each student. Increased enrollment has a similar effect on other institutional services. Students are increasingly being admitted to the college, in accordance with our "open access" policy, who do not have the necessary academic or emotional abilities to perform college-level course work. Some students have completed non-traditional high school curriculums that have not prepared them for the rigors of college. Placement tests currently used for reading and writing have occasionally resulted in the misplacement of students. A prevalent outcome of the IASP is that students are increasingly being admitted to the college who do not have the necessary academic skills and/or abilities to perform college-level course work. Increasingly, students lack sufficient grounding in the basics like reading, math, and writing. Many do not

perform at even the 'minimum' level established as the base of our developmental programs. If these "less than minimum" students are to be served, new, lower-level developmental courses must be created. Additionally, students seem to require remediation in subjects other than math, reading, and writing. This issue has created a space problem for the skills labs and stretched the capabilities of the tutor staff.

PROPOSED ACTION:

1. Maintain our present "open access" philosophy. However, we need to clearly define our admission standards.
   DURATION: For next 12 months

2. Improve our placement testing procedures as appropriate. Support Placement Procedures Study Committee activities to define placement levels and assure assessment instruments appropriately place students in course sections that are suitable for their academic development.
   DURATION: By December 30, 1993

3. Establish an assessment procedure that will evaluate and screen out students who can not benefit from our programs. It is important that we are aware that we can not provide educational services for all students because we lack sufficient fiscal, physical, and human resources. Students must demonstrate an ability to benefit from the programs we offer. We will continue to not admit students with non-graded high school transcripts. Without increased funding, we can not serve students whose past academic history suggests that they can not benefit from our present course offerings.
   DURATION: By December 30, 1993

4. Establish a key factor committee to determine all costs and space requirements associated with educating special need students. This committee will establish linkages with the Placement Procedures Study Committee. The results of this committee's activities will be used to seek increased funding so that these students can be better educated.
   DURATION: Provost establishes committee by May 31, 1993; Committee reports by September 30, 1993

5. Provide developmental courses that are appropriate for our students' needs. Within available resource constraints, academic divisions will provide necessary remediation to all students who meet our admission requirements.
DURATION: For next 36 months

6. Continue to cope with increasing enrollment within available resources. This will require that more part-time faculty be hired to teach more course sections unless there is an increase in our fiscal resources.
DURATION: For next 36 months

1993 IASP Institutional Issue
Priority Number 3

ISSUE:

There is a need for new and/or remodeled classroom and administrative space and an increased level of maintenance for our physical plant.

RELATED BACKGROUND & CONSEQUENCES:

Although the institution has expanded physical space for Pro-Tech, Student Services, Student Union, and Bookstore during the past year, additional and/or improved space is needed to cope with the effects of increased student enrollment and the resultant increase and/or expansion of student, instructional, and institutional support services. More part-time faculty have been hired that need to be appropriately accommodated. Class sizes have increased so that many sections are at or near the maximum (50 in most cases). Improved instructional techniques require different classroom designs. Developmental programs require more small classroom environments. The increased number of students and a corresponding increase of students with disabilities requires prompt compliance with ADA requirements. There is need for more classroom space at "peak" times. Energy conservation remains a high state priority that requires modification and expansion of our Energy Management System. The ravages of time and the elements continue to take a toll on our physical plant while our deferred maintenance projects continue to be under funded or not funded. This reality often forces the institution to not undertake necessary projects.

PROPOSED ACTION:

1. Gather and provide necessary consultative input to the project architect to plan and construct the Multi-Purpose Building.
   DURATION: Until building is complete

2. Maintain existing policy where building repair and maintenance projects will have higher priority than will remodeling projects.
DURATION: For next 36 months

3. Continue to work towards compliance with ADA requirements.
DURATION: For next 36 months

4. Continue to work toward compliance with Governor's Energy Conservation Executive Order.
DURATION: For next 36 months

5. Establish a key factor committee to conduct a space utilization and needs assessment study to determine: the extent to which our space is presently being used, when space is being used; percent of capacity space is used; limitations on how space is or can be used; and what our present and future needs for space will be.
DURATION: Provost establishes committee by May 31, 1993; Committee reports by September 30, 1993

1993 IASP Institutional Issue
Priority Number 4

ISSUE:

The assessment of student academic achievement and institutional effectiveness will continue to require the allocation of human and fiscal resources.

RELATED BACKGROUND & CONSEQUENCES:

The process of assessing student academic achievement and institutional effectiveness received increased attention as a result of NCA Self Study activities. An integrated Institutional Assessment and Strategic Planning (IASP) process was developed and implemented during the past year. This process features a faculty-owned student academic assessment component and a component to assess how well the institution achieves its mission and purposes. A professional level position has been restructured to coordinate these components and provide institutional research. Critical needs related to these activities have been identified. Work has begun to accomplish these needs but more human and fiscal resources need to be expended if the goals of the IASP process are to be fully realized.

PROPOSED ACTION:

1. Continue with present efforts to assess student academic achievement and institutional effectiveness. These activities will continue to be a high institutional priority. We continue to encourage our faculty and staff to find ways to improve our institution's and our students' performance.
   DURATION: For next 12 months

2. We should monitor the IASP process to find ways to improve our assessment efforts, efficiently utilize our faculty's and staff's valuable time, find ways to get more and better outcomes for the educational resources we expend, and facilitate program and process improvements based on the results of the IASP process. DURATION: For next 12 months

1993 IASP Institutional Issue
Priority Number 5

ISSUE:

The IASP process should be revised to make it more effective and responsive to the needs of the institution.

RELATED BACKGROUND & CONSEQUENCES:

The IASP process has been in operation since August 1992. The need to assess and if necessary modify the IASP process was built into the process. During its initial year of operation, a variety of ways it could be improved have been identified.

PROPOSED ACTION:

1. The IASP process should not be modified at this time. We believe that the process has worked effectively. We should strive to make the process better. We should monitor the IASP process to find ways to improve our assessment efforts, efficiently utilize our faculty's and staff's valuable time, and find ways to get more and better outcomes for the educational resources we expend.
   DURATION: For next 12 months

2. Maintain or increase our present efforts to assess student academic achievement and institutional effectiveness. We must not forget that the principal reason to do assessment is to improve our institution's and our students' performance.
   DURATION: For next 36 months

1993 IASP Institutional Issue
Priority Number 6

ISSUE:

Establish a comprehensive set of administrative (non-instructional) computing policies and procedures to guide planning, acquisition, technical support, and staff training.

RELATED BACKGROUND & CONSEQUENCES:

Computer resources have been acquired without benefit of consistent standards. Efforts to standardized software and hardware have not always been successful. The result is a collection of software and hardware that does not facilitate data sharing. Technical support has been provided on a catch-as-catch-can basis by NMSU-A instructional personnel, NMSU computer personnel, and/or by private contractors. Staff are often placed in the frustrating and difficult predicament of not knowing who to go to for help. While staff computer competencies vary, all personnel would benefit from more and improved computer training. Software standards would facilitate cooperative learning approaches and simplify the development of training curriculums.

PROPOSED ACTION:

1. Separate administrative and instructional computing responsibilities.
   DURATION: Within next 12 months

2. Establish an Administrative Computing Committee to study and recommend policies and procedures that will regulate the campus administrative computer environment. Study activities will include: development of a governance structure; a needs assessment study to determine what our present and future needs for

computer resources will be; a network connectivity plan; develop possible approaches that will increase the effectiveness of our existing computer resources.
DURATION: Provost establishes committee by May 31, 1993; Committee reports by December 30, 1993

3. No immediate changes will be made in how instructional computing policies and procedures are established and administered.
DURATION: For next 36 months

1993 IASP Institutional Issue
Priority Number 7

ISSUE:

Continue the emerging pattern of decentralization of the acquisition of audio visual equipment and tape libraries.

RELATED BACKGROUND & CONSEQUENCES:

Presently the established policy is the centralized acquisition, maintenance and distribution of audio visual equipment and tape libraries in the Learning Resource Center. An outcome of the IASP is that certain administrative or instructional units have indicated a desire to buy audio visual equipment and/or establish tape libraries. The LRC has requested that its video production capability be upgraded.

PROPOSED ACTION:

1. Establish a key factor committee of affected stakeholders to examine this issue and report findings and recommendations. There has been some erosion in the effectiveness of the official policy of centralized A/V services. Much of this erosion has been due to grant requirements. This study will determine if the present policy should be modified, a new policy should be established, or if the present policy should be enforced. Policies and procedures that could be used to regulate A/V services should be recommended by this committee.
   DURATION: Provost establishes committee by May 31, 1993; Committee reports by December 30, 1993

1993 IASP Vital Campus Issues

The following Vital Campus Issues were identified during the IASP process. They are **not** listed in priority order.

1. Coping with the effects of significant enrollment growth
2. Assessing the academic preparedness of new students
3. Expanding developmental programs for students in need of remediation
4. Reallocating existing space to better reflect program needs
5. Determining new space allocations consistent with institutional program expansion priorities
6. Considering the consequences of Multipurpose (PE) Building coming on line (Fall 94)
7. Complying with ADA signage, door openers, railing, and paperwork requirements
8. Complying with Governor's Energy Reduction requirements
9. Assessing Campus Building maintenance needs and priorities
10. Assessing Campus Computerization needs, standards, and priorities
11. Assessing Campus Equipment needs, standards, and priorities
12. Modifying IASP process to improve the assessment institutional effectiveness and student academic achievement

13. Expanding student and graduate tracking

14. Assessing the utility of proposed new or expanded programs or services and determining institutional priorities

15. Exploring new revenue sources

16. Enhancing Institutional Effectiveness and Student Academic Achievement

17. Recruiting and serving needs of a diverse student body

18. Improve faculty and staff effectiveness and productivity

1993 IASP New and Expanded Campus Programs and Processes

The following potential New and Expanded Campus Programs and Processes were identified during the IASP process. They are **not** listed in priority order.

Planning Goal: Evaluate the merit and appropriateness of new and expanded campus programs.

1. Phone-in registration system (new)
2. Closed Class notification process (new)
3. Graduate & Job Placement Tracking system (computer) (new)
4. Student Interests Assessment (expand)
5. Student Information System (Closed-Circuit TV or electronic bulletin board) (new)
6. Disabled Student Awareness Program (expand)
7. Professional Development Program -- faculty and professional staff (expand)
8. Student Transfer Information Program (new)
9. High School Student Outreach Program (expand)
10. Work-study Selection Process (change)
11. Campus Beautification Awareness Program (new)
12. Campus Recycling Program (new)
13. SBDC Loan Packaging Assistance program (expand)

14. Video Production system (replace)
15. Collective bargaining forum (new)
16. Library Services Awareness Program (expand)
17. ABE/GED Library Services (expand)
18. Library Orientation (expand)
19. Library Skills course (new)
20. Women's Issues library resources (maintain)
21. NMSU-Las Cruces library services for NMSU-A students (expand)
22. Library Services TIP sheets (expand)
23. Student Tracking System (new)
24. Clerical Staff Training Programs (expand)
25. Student skills and knowledge evaluation and placement process - Science, English, and Reading (expand)
26. Faculty Technology Awareness process (expand)
27. Science Skills Center (expand)
28. Science Skills (math, chemistry, biology, computers, etc.) Developmental Courses -- CCDS (expand)
29. Small Group tutoring CCDS – Science (new)
30. Math Anxiety (and other related) special workshops (new)
31. Voice Mail (expand)
32. Computer Lab/Classroom (expand)
33. Video Library – Social Studies & Business (expand)

34. Free Lecture Series (new)
35. Special Interest short, one-credit courses -- Social Studies & Business (new)
36. Community Speakers in Classroom (expand)
37. Community educational needs survey program -- Protech (expand)
38. Reciprocal Training for Equipment Agreements -- Protech (expand)
39. Faculty Recognition Program -- Protech (new)
40. Protech Awareness Presentations and Workshops (expand)
41. Protech Community Marketing Program (expand)
42. Protech Faculty & Staff Wellness Program (new)
43. Art, Music, Spanish, Theater, and Writing with Computers Instruction (expand)
44. Communication and Study Skills Remediation Program (expand)
45. Special Topic Humanities Courses (expand)
46. Spanish Language Lab (expand)
47. Science Lab (expand)
48. English and Reading Lab (expand)
49. Volunteer Grounds Worker Program (new)
50. Volunteer Crosswalk Guards Program (new)
51. Computer Users Support Groups (new)
52. Computer Training Program (expand)
53. ADA Compliance Program (expand)

54. ABE and SBDC Campus Integration Program (expand)
55. ABE Graduate Recognition Program (expand)
56. Governor's Energy Reduction Executive Order Compliance Program (expand)
57. Sidewalk Directive Painting Program (new)
58. Campus Informational Directories (new)
59. New Employee Checklist Process (new)
60. Student Organization Training Program (expand)
61. Campus Security and Safety Awareness Program (expand)
62. Faculty and Student Services Referral Program (expand)
63. Curriculum Response to Enrollment Growth Process (expand)
64. Part-Time Faculty Pay Program (expand)
65. HAFB Faculty Orientation Program (expand)
66. Weekend Support Services Program (expand)
67. Evening Support Services Program (expand)
68. HAFB Support Services Program (expand)
69. Student Academic Achievement Assessment Program (expand)
70. Honors Academic Enrichment Program (new)
71. New Student Academic Evaluation and Placement Program (expand)
72. Day Care Program (new)
73. Early Childhood Program (expand)

74. Instructional Equipment Replacement Program (expand)
75. Student ID Program compatible with Las Cruces campus (new)
76. Library Online Catalog and Circulation System (new)
77. Required CPR and First Aid Training for staff (new)
78. Institutional Research (expand)
79. Student Right-to-Know Requirements (new)
80. Grants Development (expand)

1993 IASP Personnel Requests

The following Personnel Requests were identified during the IASP process. They are **not** listed in priority order.

	Position	Unit	Subunit
1	Extra Staffing - Responsibilities include the maintenance of academic records, the input of the schedule of classes, catalog production, and processing of student registration documents such as course request cards, drop/add and withdrawal forms	Student Services	Records
2	Office Support Staff - To facilitate the implementation of the new admissions regulations issued from the Las Cruces Campus for the processing of change-of-status, non-degree and conditions agreements and to issue admissions documents such as appeals letters, permits to enroll, provisional letters, probations letters and non-degree letters	Student Services	Admissions
3	Registration Support Staff - To operate computer terminals during registration process	Student Services	Admissions and Records
4	Support Personnel (Coordinator and/or Technician) - To provide comprehensive placement services to our graduates	Student Services	Career Center

5	Student Aide - To meet the needs of an expanding student population and community/agency expectations	Student Services	Career Center
6	Two Security Personnel - To improve campus security	Physical Plant	Maintenance
7	Student and Other Volunteers - To help complete rocking of lower hills near Administration Building	Physical Plant	Maintenance
8	Improved Pay Scale for Physical Plant Personnel	Physical Plant	Maintenance
9	AV Services Staff Person (half-time) To provide services to new classrooms	Library Resource Center	Audio-Visual Services & Library Services
10	AV Equipment Repair Technician - To repair AV equipment	Library Resource Center	Audio-Visual Services
11	Professional Librarian - To perform the major responsibilities of cataloging and bibliographic instruction and to free time of LRC Director so he can spend more time solving problems and enhancing services in AV Services	Library Resource Center	Audio-Visual Services & Library Services
12	Clerical Staff Person - To reduce reliance on work-study employees	Library Resource Center	Library Services

13	Staff Person (3/4 time) - To do the simple work in Bookstore	Business Office	Bookstore
14	Student Employee - To work 16-20 hours during peak times to wait on customers and reduce shoplifting	Business Office	Bookstore
15	More Staff - To reduce current backlog	Business Office	
16	Accounting Technician - To increase present position from 1/2 time to full-time	Business Office	
17	More Math Tutors with increased pay - To expand support services	Instruction	Mathematics, Sciences, and Technologies
18	Two (2) Math Instructors	Instruction	Mathematics, Sciences, and Technologies
19	One (1) Chemistry Instructor	Instruction	Mathematics, Sciences, and Technologies
20	One (1) Biology Instructor	Instruction	Mathematics, Sciences, and Technologies
21	One (1) Physics Lab Instructor	Instruction	Mathematics, Sciences, and Technologies
22	Two (2) Computer Instructors	Instruction	Mathematics, Sciences, and Technologies

23	One (1) Electronic Technology Instructor	Instruction	Mathematics, Sciences, and Technologies
24	New Tutors for chemistry, biology, computers, etc. with increased pay - To expand support services	Instruction	Mathematics, Sciences, and Technologies
25	English Instructor (full-time)	Instruction	Humanities
26	Philosophy Instructor (full-time)	Instruction	Humanities
27	Reading Instructor (full-time)	Instruction	Humanities
28	Communication Instructor (full-time)	Instruction	Humanities
29	Spanish Instructor (full-time)	Instruction	Humanities
30	Theater Instructor (full-time)	Instruction	Humanities
31	More Humanities faculty (part-time)	Instruction	Humanities
32	More English Tutors To provide more developmental support	Instruction	Humanities
33	More Reading Tutors To provide more developmental support	Instruction	Humanities
34	More Spanish Tutors To provide more developmental support	Instruction	Humanities
35	Secretary (half-time) To support faculty in Faculty Office Building	Instruction	Humanities

37	Research Assistant (increase half-time to full-time) To support Institutional Research activities	Associate Provost	
38	Secretary (full-time) To support Associate Provost	Associate Provost	
39	Grants Coordinator (full-time) To support Associate Provost	Associate Provost	

1993 IASP New Equipment Requests

The following New Equipment Requests were identified during the IASP process. They are **not** listed in priority order.

	Item	Unit	Subunit
1	Microcomputer (2) For staff members who do not have one	Student Services	Support Services in the Counseling and Career Services Area
2	Telephone (1) For Career Center	Student Services	Support Services in the Counseling and Career Services Area
3	Audio/Visual Equipment (unspecified)	Student Services	Support Services in the Counseling and Career Services Area
4	Laser Printer (1) For use during Registration	Student Services	Admissions and Records
5	Assessment Instruments (Strong/Campbell) For assessing student interests	Student Services	Career Center
6	Trash Cans (outside) For Campus Trash and Beautification Program	Physical Plant	Custodians

7	Ash Trays (wall-type) For Campus Trash and Beautification Program	Physical Plant	Custodians
8	"Keep Campus Clean" signs For Campus Trash and Beautification Program	Physical Plant	Custodians
9	Cleaning Equipment (vacuum cleaners, steam cleaner, buffer) For Science, Protech, and Student Services Buildings	Physical Plant	Custodians
10	Recycling Bins For Campus Recycling Program	Physical Plant	Custodians
11	Security Gates For Campus Entrance	Physical Plant	Maintenance
12	All Night Lighting For strategic areas to improve security	Physical Plant	Maintenance
13	Campus Security Vehicle For patrolling campus	Physical Plant	Maintenance
14	Individual Beepers for Maintenance Staff For improved communication	Physical Plant	Maintenance
15	Telephone in Elevator (Student Services Building) For emergency use	Physical Plant	Custodians
16	Telephone in Custodial Office For improved communications with custodial staff	Physical Plant	Custodians

17	Book shelves in ABE For improved storage of books	ABE	
18	Video production equipment (studio television & editing equipment) For improved video production	Learning Resource Center	Audio-Visual Services
19	Campus Audio/Visual Services Vehicle For moving AV equipment	Learning Resource Center	Audio-Visual Services
20	Bicycle Racks	Learning Resource Center	
21	Video Tape Duplication equipment For improving quality of videos available for use	Learning Resource Center	LRC Advisory Committee
22	Computer Network Work Station For IRAP Director's Office	Institutional Research, Assessment & Planning	
23	Door Alarms in Bookstore	Business Office	Bookstore
24	Microcomputers For Business Office	Business Office	

25	Automatic Door Openers and Improved Signage For ADA requirements	Institutional & Instructional Support Group	
26	Information Signs and Directories For improved traffic patterns and campus access	Institutional & Instructional Support Group	
27	ADA Signage For improving campus ADA signage	Institutional & Instructional Support Group	
28	Voice Mail for Science personnel For improved communication	Instruction	Mathematics, Sciences, and Technologies
29	Computer Equipment for Computer Lab/Classroom For improved instruction	Instruction	Mathematics, Sciences, and Technologies
30	Classroom AV equipment For permanent installation in older classrooms in Protech and CB buildings	Instruction and Learning Resource Center	Social Sciences and Business and LRC Advisory Committee
31	Video tapes For instruction	Instruction	Social Sciences and Business
32	Conference Tables For instruction	Instruction	Social Sciences and Business

33	Microcomputers For all full-time and part-time faculty	Instruction	Social Sciences and Business
34	State-of the-art equipment For instruction	Instruction	Pro-Tech
35	Reciprocal Agreements with hospitals, industry or supply houses to provide training for equipment	Instruction	Pro-Tech
36	Office equipment for new faculty and tutors	Instruction	
37	Energy Reduction Devices for Governor's Energy Reduction Executive Order	Instruction/ Institutional Support	
38	Campus Directories and Directional Signage	Instruction/ Institutional Support	
39	Additional state-of-the-art Instructional Equipment	Instruction	
40	Replacement Program Instructional Equipment	Instruction	
41	Tables and Chairs for Conference type classroom layout	Instruction	
42	Scanner and Software Automatic Test and Survey Scoring and Analysis	Instruction	
43	Boilers for BE Building - loop ($10,000)	Maintenance	

1993 IASP Campus Space Utilization

The following Campus Space Utilization needs and projects were identified during the IASP process. They are **not** listed in priority order.

Planning Goal: Identify and prioritize campus requirements for remodeled and new space and prepare plan.

1. Grounds
   a. Rock lower hills near Administration Building
   b. Landscape LRC West Ramp ($5,000)
   c. Landscape LRC East to BE Building ($8,000)
   d. Pave LRC parking lot
   e. Landscape LRC parking lot stone walls
   f. Place Basketball Goals on volleyball court

2. Security
   a. Security gates
   b. All night lighting
   c. Enclosed outside fenced area for vehicles and maintenance equipment
   d. Lighted/larger crosswalks
   e. Recruit volunteer crossing guards
   f. Library materials security system
   g. Uniforms for Security Guards

3. New Space
   a. New Multipurpose (PE) Building (partially funded)

b. Small park with tree and tables
c. Pre-school playground
d. investigate "Co-generation" plant
e. Library addition (or new building)
f. Science Center addition (or new building)
g. Math Lab (expansion)
h. Computer Lab/Classroom
i. General Classroom Building
j. Spanish Language Lab
k. English and Reading Lab (expansion)
l. Administration
m. Early Childhood
n. Teaching Greenhouse

4. Remodel Existing Space
   a. Comply with ADA requirements
   b. Complete remodeling of Rohovec Theater
      i. correct electrical problems in Rohovec Theater
      ii. install state-of-the-art lighting system in Rohovec Theater
   c. install more energy saving devices
   d. expand campus energy management system
      i. add:
         (1) Rohovec Center ($25,000)
         (2) Faculty Building ($10,000)
         (3) Load Shed
      ii. delete pneumatics:
         (1) Science Center ($10,000)
         (2) BE Building ($6,000)
         (3) LRC ($8,000)

e. add evaporative cooling to Classroom Building
f. increase storage space for ABE
g. expand AV storage in Classroom Building and Science Center
h. install AV equipment in Classroom Building
i. furnish one classroom for conference-type classes
j. create LRC classroom
k. increase book storage and seating in LRC
l. increase space for Business Office
m. increase space for Duplicating Center
n. install front door bell in Bookstore
o. establish more storage for custodians in:
    i. Science Building
    ii. TE Building
p. convert SC118 to another biology lab

5. Maintenance Needs
    a. high heat and humidity problem in Library Building
    b. leaky roof in Faculty Building
    c. improve maintenance of Theater
    d. paint
        i. LRC - exterior
        ii. LRC - stair rails
        iii. Rohovec Center ($15,000)
        iv. Classroom Building ($15,000)
        v. Maintenance Building - exterior ($3,000)
    e. repair and insulate roof
        i. Rohovec Center ($18,000)
        ii. Maintenance Building ($12,000)
        iii. LRC - center ($8,000)

iv. Classroom Building - west ($15,000)

6. Improve campus signage and information directories

7. Implement Governor's energy reduction executive order

8. Establish smoking, eating, and drinking areas in all buildings

9. Parking
   a. establish more parking spaces
   b. establish separate student and staff parking areas
   c. paint lines on all parking lots
   d. convert contractor area to parking lot
   e. seal and repave LRC parking lot

10. Develop multiple use plan for space

11. Conduct a campus space utilization and needs assessment study to determine the impact of increased enrollment and expanded instructional programs

12. Funding
   a. obtain more money from State Buildings Improvement Funds
   b. increase building renewal funding to allow timely maintenance
   c. fund through energy, minerals and natural resources grants
   d. EMNRD grant project
   e. identify possible grant sources

1993 IASP Campus Computing

The following Campus Computing needs and projects were identified during the IASP process. They are **not** listed in priority order.

Planning Goal: Increase access to and enhance the effectiveness of campus computer resources.

1. Expand access to computer networks for faculty, students, and staff
   a. obtain mainframe computer accounts for all faculty, students, and staff at the NMSU-Las Cruces campus
   b. provide access to INTERNET and BITNET via TELNET
   c. connect all campus-based microcomputers to a NMSU-A network
      i. determine additional network hardware and software needs
      ii. establish connectivity priorities
      iii. provide "dial access" to Las Cruces campus networks

2. Expand Energy Management System

3. Obtain necessary microcomputing equipment for faculty, students, and staff
   a. conduct needs assessment study to determine the number and type of equipment needed
   b. assess the desirability of standardizing computer hardware and software
   c. examine the utility of obtaining "off-the-shelf" computer systems
      i. student placement
      ii. graduate tracking
      iii. student tracking
      iv. business office
      v. voice mail
      vi. student records

vii. phone-in registration

d. examine the utility of obtaining an electronic bulletin board to inform students and campus personnel
e. develop CD ROM file server for campus users
f. increase space and equipment available for the computer lab/classroom
g. expand Writing with Computers instruction

4. Develop an Online Catalog and Circulation System
   a. connect Online Catalog and Circulation System to campus computer networks

5. Improve faculty and staff computer skills
   a. require basic computer skills of all employees
   b. conduct training workshops
   c. create user support groups

6. Enhance technical computer support
   a. increase the amount of technical support
   b. establish hard drive "back-up" standards and procedures
   c. determine computer maintenance requirements

7. Establish campus computer needs priorities for
   a. instruction
   b. administration
   c. support services
   d. students

8. Identify funding sources that can be used to buy computer resources

9. Develop computer hardware and software purchasing plan